

Sample Letter of Recommendation For A Friend

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter with great pleasure to wholeheartedly recommend my friend, [Friend's Full Name], for [position/program/scholarship] at [Company/Organization Name]/[Institution Name]. I have had the privilege of knowing [Friend's Name] for [number of years], and throughout our friendship, I have been consistently impressed by their intelligence, dedication, and outstanding character.

I first met [Friend's Name] during our time at [school/university/workplace], where we both pursued our [degree/major/occupation]. From the very beginning, it was evident that [he/she] possessed a remarkable drive for excellence and a genuine passion for [subject/field/industry]. [He/She] demonstrated an impressive ability to grasp complex concepts and think critically, often leading to innovative solutions to challenging problems.

One of [Friend's Name]'s most remarkable qualities is [his/her] unwavering work ethic. [He/She] consistently went above and beyond in every endeavor, never settling for mediocrity but always striving for the highest standards of achievement. [He/She] was not only a top performer academically but also actively engaged in various extracurricular activities, showing exceptional leadership skills and a genuine concern for the well-being of others.

Throughout [his/her] time at [school/university/workplace], [Friend's Name] actively participated in community service and volunteer initiatives. [He/She] selflessly dedicated time and effort to make a positive impact on the lives of those in need. This spirit of giving back to the community not only reflects [his/her] compassionate nature but also underscores [his/her] commitment to making the world a better place.

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JE Gale



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